

**EQUALITY IMPACT ASSESSMENT WORKBOOK**



**Department:** Protective Services – Specialist Operations  
**Corporate** Events and Operations Planning  
**Document(s) this** Events and Operations Planning –  
**Equality Impact** (Football Matches)  
**Assessment**  
**Relates to:**  
**Associated**  
**Documents:**

**Equality Impact Assessment**

**Developed By** Dawn Wnukoski  
 Policy Officer  
**Part One** Dawn Wnukoski  
**Initial Assessment** Policy Officer  
**Approved By**  
**Part Two** N/A  
**Full Assessment**  
**Approved By**  
**Date Published:**  
**Review Date:**  
**Version Control:** V1

Date Reviewed	Name and Job Title of Reviewer
[Insert date]	[Insert name and job title]

## PART ONE

### INITIAL EQUALITY IMPACT ASSESSMENT AND SIGNIFICANCE TEST

The Initial Equality Impact Assessment and Significance Test templates should be completed prior to seeking authority to proceed with the development of the following documents:

- Strategies
- Plans, including Contingency Plans
- Project Initiation Documents
- Policies and Procedures

The Initial Equality Impact Assessment and Significance Test grading will always be agreed by three people. This will give integrity and consistency to the process and will draw on the experience, knowledge and common sense judgement of more than a single individual. The following will usually be the posts involved in the process;

#### Policy and Procedure

- Policy or Procedure Owner or Holder
- Policy Officer
- Diversity Officer

#### Other Corporate Documents

- Corporate Document Owner
- Corporate Document Developer
- Diversity Officer

Advice on the types of information available to assist in the completion of the templates can be obtained from the Policy or Diversity Units.

It is recognised that there will be occasions when the knowledge and experience of the staff members involved in the Equality Impact Assessment process will be such that there may not be a need to undertake any initial research or consultation in order to complete the Initial Equality Impact Assessment. This is acceptable provided that the reasons are accurately recorded in the workbook.

**INITIAL EQUALITY IMPACT ASSESSMENT TEMPLATE**

**1.1 Summarise the main aim(s) or purpose of the corporate document.**

Main aim(s) or purpose, including any benefits or outcomes	Date
To ensure there is a consistent approach to planning events across both Norfolk and Suffolk Constabularies.	06.08.13

**1.2 Identify individuals and organisations internally and externally that are likely to have an interest in, or be affected by, the corporate document. Where a review is being undertaken, if appropriate, highlight any changes to who might have an interest in the document.**

Interested individuals and organisations	Date
Internal	
Police Personnel	06.08.13
External	
Partner Agencies General Public	06.08.13

**1.3 Who implements the corporate document and who is responsible for the corporate document?**

This includes shared documents, documents that affect contractors or other public or private bodies: for example Group 4 Security, Multi Agency Protocol or PFI.

Implemented by police personnel involved in planning  Head of Specialist Operations, Protective Services is responsible for the policy.
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**1.4 What factors could contribute or detract from the outcomes?**

None relating to equality.
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**1.5 Are there any concerns that the corporate document could have a differential impact on any of the following groups and is there evidence to support this?**

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Group	Yes	No	Evidence	Date
Age		✓	There is no evidence to suggest any differential impact in relation to any of the protected characteristics.	06.08.13
Disability		✓	“	“
Gender reassignment		✓	“	“
Marriage and civil partnership		✓	“	“
Pregnancy and maternity		✓	“	“
Race		✓	“	“
Religion or belief		✓	“	“
Sex		✓	“	“
Sexual orientation		✓	“	“
Family Status e.g. dependants or caring responsibilities		✓	“	“
Economic Status		✓	“	“

**1.6 Could the differential impact identified in 1.5 above amount to there being potential for adverse impact and, if so, can this be justified on any of the following grounds:**

- promoting good relations between diverse communities;
- promoting equality of opportunity;
- eliminating unlawful discrimination;
- eliminating unlawful harassment;
- encouraging participation in public life;
- addressing the specific needs of disabled people.

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	Yes	No	Reason	Date
Is there potential for adverse impact?		✓	No evidence to suggest potential for adverse impact.	06.08.13
Can this adverse impact be justified?	N/A			

### SIGNIFICANCE OF INITIAL EQUALITY IMPACT ASSESSMENT

Based on the information provided in the Initial Equality Impact Assessment template, assess the significance of the impact as either Low, Medium or High.

Guide to assessing significance:

**Low** – where the answer in respect of all eleven groups in 1.5 above is ‘no’;

**Medium** – where the answer in respect of between one and four groups in 1.5 above is ‘yes’. However, if the likely adverse impact on any or all of those groups is considered to be particularly significant, it may be appropriate to classify the significance as High;

**High** – where the answer in respect of between five and eleven groups in 1.5 above is ‘yes’ or where the likely adverse impact on one or more groups is considered particularly significant.

<b>Low:</b> No further assessment required and review every three years.	✓
<b>Medium:</b> Requires Full Equality Impact Assessment and relevant consultation in year one and bi-annual review.	
<b>High:</b> Requires Full Equality Impact Assessment and relevant consultation in year one and annual review.	

#### Equality Impact Assessment - Low Significance

Those corporate documents identified as having a low significance will be developed without the need to complete a Full Equality Impact Assessment. However, if during the course of the corporate document process equality issues are identified then the Initial Impact Assessment and Significance Test should be repeated.

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Equality Impact Assessment – Medium and High Significance

The Full Equality Impact Assessment process will commence when approval has been given to develop the corporate document.

The Initial Equality Impact Assessment Template and Significance of Initial Equality Impact Assessment were completed by:

**Name:** Dawn Wnukoski  
**Position:** Policy Officer  
**Date:** 06.08.13

**Name:** Yvonne Coolbear  
**Position:** Internal Equalities Advisor  
**Date:** 22.10.13

**Name:** Supt Mike Fawcett  
**Position:** Head of Specialist Operations  
**Date:** 16.09.13

**PART TWO****FULL EQUALITY IMPACT ASSESSMENT**

All questions should be considered from the perspective of all diversity strands, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and from the perspective of family status e.g. dependants or caring responsibilities and economic status.

**2.1 Research**

1. What monitoring arrangements are in place? (With new corporate documents there may be no arrangements in place, in which case go to question 2)	
2. What quantitative data has been considered?	
3. What qualitative information has been considered?	
4. Is there a public concern regarding the subject of the corporate document? If so, describe how these concerns have been identified	
5. Provide details of any changes in legislation or national guidance affecting the corporate document	
6. Summarise the findings	
7. Have gaps in the research or data been identified?	
8. Has the corporate	

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document been amended in light of the research findings?	
9. Outline any plans for further research or data collection	

## 2.2 Consultation

10. Which individuals and organisations internally and externally were consulted or involved and how were they consulted or involved?	
11. Have consultees been informed of the results of consultation or involvement and by what means?	
12. Summarise the key findings or outcomes of the consultation or involvement	
13. Has the corporate document been amended in light of the consultation or involvement?	
14. Is there a need for further consultation?	
The results of consultation should be recorded in Appendix A	

## 2.3 Equality Analysis and Review

15. Is there any evidence that the corporate document could be perceived as discriminatory or could damage good relations between people of different groups?	
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16. What might the negative implications of the corporate document be for the public or Constabulary staff?	
17. What might the positive implications of the corporate document be for the public or Constabulary staff?	
18. Is there any evidence that the corporate document has an adverse impact, directly or indirectly, on any members of the public or Constabulary staff?	
19. What changes, if any, have been made to the corporate document as a result of the Equality Impact Assessment to reduce adverse impact?	
20. What changes, if any, were considered but not implemented?	
21. If the potential remains for the corporate document to have a negative impact on members of one or more groups, explain why implementation is to continue and can this be justified?	
22. If your assessment is that the corporate document is likely to have an adverse impact is there an alternative means of achieving the document's aim, objective or outcome?	

23. What changes, if any, need to be made in order to minimise unjustifiable adverse impact?	
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**2.4 Monitoring**

24. What arrangements have been made to monitor the corporate document? Please identify monitoring review dates	
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**2.5 Summary**

25. Please provide a summary of the findings of the Equality Impact Assessment against the corporate document under each of the eleven diversity strands. This summary will be used by the Constabulary to inform the public and will become a public document.	
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**PART THREE****FINAL APPROVAL AND SIGN OFF****Assessment completed by:**

**Name:** Dawn Wnukoski  
**Position:** Policy Officer  
**Date** 15.08.13

**Signed by Corporate Document Holder:**

I am satisfied that the Road Traffic Collisions policy has been fully Equality Impact Assessed.

**Name:** Supt Mike Fawcett  
**Position:** Head of Specialist Operations  
**Date:** 16.09.13

### Appendix A: Equality Impact Assessment Consultation Record

Consultee	Comment	Action
Diversity and ISCRE (Events and Ops Planning policy)	Human Rights Act : Need to mention Articles 8(Respect for private and family life) 9 (freedom of expression); 11 (freedom of assembly) as well as 14 I've not heard of "Diversity Race Relations Amendment Act 2000". I believe that the relevant parts of the Race Relations Amendment Act 2000 were incorporated into the Equality Act 2010.	HRA Articles added.  Diversity Race Relations Amendment Act removed.
“	Given some specific problems with the “over policing” of a party held a Gypsy family (with no intelligence to suggest trouble) you need to reinforce that the categorisation of events needs to comply with the Equality Act (i.e. reflect actual risk not based on stereotyping of ethnic groups or other protected characteristics). Given that many events (school fetes, private parties etc) are not even considered under this policy, even the consideration as to whether this policy applies needs to be in accordance with equality law	See Section 6 - <u>All</u> events/operations will initially be assessed equally using the National Decision Model (NDM).  Equality Act 2010 and Human Rights Act 1998 listed under legislation section.
“	In events run by/for disabled people any charges, attributable to the provision of disability related reasonable adjustments, cannot be charged for (only costs which would have been incurred if disability was not an issue).	No action  Event organisers responsible for the provision of disability related adjustments.
“	Public Military Events You might want to consider how demonstrations in opposition to such events are policed. If the opposition is a manifestation of religious or political belief, need to ensure that the policing does not breach equality or human rights principles (though both are qualified to ensure public safety and the prevention or detection of crime)	No action  All events assessed equally using the National Decision Model.  Community Impact Assessment (CIA) considered when completing Operation Order and, if appropriate, consultation with representatives of the relevant communities will take place, as per CIA Guidance.  Equality Act 2010 and Human Rights Act 1998 listed under legislation section.

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“	Community Impact Assessment form needs to be included in the list of documents.	Added to list
“	Risk assessment needs to include assessment of any community impacts	No action  Covered in Section 9 under ‘Operational Order’
“	Disability – further to the comments above in any event likely to include disabled people then considerations, planning, risk assessments etc will need to be aware of any special measures that may be needed in working with disabled people.	No action  Event organisers are responsible for any special measures requirements.
Diversity and ISCRE (Events and Ops Planning including Football policy)	Human Rights Act : Need to mention Articles 8(Respect for private and family life) 9 (freedom of expression); 11 (freedom of assembly) as well as 14 I’ve not heard of “Diversity Race Relations Amendment Act 2000”. I believe that the relevant parts of the Race Relations Amendment Act 2000 were incorporated into the Equality Act 2010.	HRA Articles added.  Diversity Race Relations Amendment Act removed.
	Whilst it appreciated that this policy applies principally to Norwich FC and Ipswich Town FC games, it mentions that “some of the guidance can be transferred to the policing of other games and sporting events. “. Please see my comments on the Policing of Events policy regarding equality and human rights consideration when applying discretion as to which other games or sporting events are considered under this policy and the level of risk of disorder in 11.4	Reference to policing of other games and sporting events removed.
	Cadre of Staff, Police/Match Commanders and other roles: If volunteering for this group confers some professional benefit (in terms of additional experience or enhanced pay), consideration has to be given as to how part time staff might reasonably be able to participate (i.e. ensuring training sessions are planned to include them etc). It may be that including them is not possible so any practices excluding them must be “proportionate response to a legitimate aim” to avoid indirect sex discrimination.	No action.  If part-time personnel could not be considered there would be mention of this in the policy. There is nothing in this document to suggest part-time personnel would be discriminated against.  Flexible Working policy applies.

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